EXPENDITURE REPORT – UNITS COMPLETED AND CLEARED
INSTRUCTIONS FOR CSD 950D (New 4/07)

HEADING

Enter the name of your agency, the contract number, month of the report period, and name and telephone number of the person preparing the report.

PROJECT INFORMATION

Column 1.   Enter the address for each unit where services have been provided. If there is more than one unit in a project, dittos may be used for the project address, and the apartment/unit number/letter of each completed unit should be entered.

Column 2.   Enter the project number your agency assigned the unit. The project number should start with the three-digit initials for your agency. (The initials for each agency are: CRP, ESO, MAR, RED and SBC.) Follow these initials by a hyphen, a three-digit number, a hyphen, and the number 13. The number 13 represents the funding round for which the project will be paid. For example, if the agency is CRP, the first unit enrolled should be assigned the number CRP-001-13, the second unit enrolled should be assigned the number CRP-002-13, and so on. If a unit drops out of the program before completion, the unit still keeps its sequential number, and the next unit takes on the next consecutive number.

Column 3.   Enter the total housing unit area square footage of the interior usable space in the housing unit.

Column 4.   Enter the total interior usable number of rooms (excluding attics, porches, and unfinished basements) Note for multi-family projects: If a common area is included in the costs, count the common area as an additional room.

Columns 5 – 7.   Enter an "X" mark if lead activity work was completed in the interior, exterior, and/or soil area of the project unit. If windows are being replaced from the outside and the interior is isolated by a barrier such as polyethylene sheeting, check exterior. Otherwise check interior for the window replacement work.

Column 8.   Enter the number of rooms treated with lead activity work. For multifamily, count the common area as a room where the cost is allocated to the unit.

Columns 9 – 13.   Enter an "X" mark if any of the following types of lead activity work was completed in the project unit: dust cleaning only, stabilize paint, replace component, abatement, or other. Note: Replace component is the replacement of lead-painted surfaces or fixtures, including windows. Abatement is any set of measures designed to permanently eliminate lead-based paint hazards other than the replacement of lead-painted surfaces or fixtures such as windows, including but not limited to removal of lead-based paint, and the permanent containment or encapsulations of lead based paint designed to last at least 20 years.